

PUBLIC WORKS SUPERVISOR

Purpose:

To actively support and uphold the City's stated mission and values. To plan, assign, supervise and coordinate the maintenance of the City's infrastructure systems, including but not limited to landscaping, parks, baseball spring training facilities, cemetery, and golf courses as well as public rights-of-way and transportation maintenance and to coordinate the City's landscape contracts.

Supervision Received and Exercised:

Receives direction from an assigned area manager and/or other managerial staff.

Exercises direct supervision over assigned staff.

Essential Functions:

Duties may include, but are not limited to, the following:

- Select, train, motivate, track, assign, and oversee the work of staff; establish schedules and methods for work performed; and ensure adherence to proper workgroup procedures and policies;
- Provide pro-active performance planning through ePerformance; utilize the ePlan to formalize performance goals, outline professional development plans, and discuss job competencies; utilize the eLog as an electronic dialogue tool and communication resource for transparent documentation;
- Maintain effective and consistent one on one dialogue with all employees on a regular basis;
- · Review organizational goals and objectives; establish and discuss job duties and performance expectations; set performance goals;
- Recommend and assist in the implementation of organizational goals and objectives and implement policies and procedures;

Page 1 of 4

CITY OF TEMPE

Public Works Supervisor (continued)

- Observe and enforce the requirements of Department of Transportation (DOT)
 Federal Motor Carrier Safety Administration (FMCSA) regulations, relating to CDL
 license holders in the performance of safety-sensitive functions and the use and/or
 misuse of alcohol and controlled substances.
- Determine equipment and supply needs; evaluate and monitor equipment performance; requisition supplies and materials; and make routine and emergency purchases as required;
- Participate in preparation of the workgroup budget; monitor, review, approve and control expenditures including purchases;
- Coordinate workgroup activities with other divisions, other city departments, and with outside agencies.
- Act as a support to citizen advisory boards, commissions and committees;
- Operate and maintain data in various computerized systems and accurate records of work performed, materials used, and associated work;
- Respond to requests and inquiries from the general public;
- Identify areas needing repair and maintenance, and take corrective action;
- Oversee and participate in all related aspects of maintenance for assigned area;
- Ensure proper records, daily logs, and inventories of restricted use and/or other chemicals are in compliance with regulating agency.
- Develop guidelines and requirements for projects, including reviewing and approving new construction plans; prepare specifications for maintenance contracts on new facility areas; inspect the work of maintenance contractors; prepare inspection reports and maintain records of all areas maintained under contract; and ensure proper compliance with contract conditions;
- Operate equipment as required utilizing proper safety precautions related to all work performed;
- Negotiate resolutions of problems and contractual agreements, both internal and external to the organization.
- Establish and maintain cohesive and effective working relationships with facility patrons and contracted users of specialty facilities as well as the general public.

Effective November 1988
Revised October 1999
Revised July 2006 (Supvn Received & Exercised)
Revised July 2007 (Examples of Duties)
Revised December 2010 (Added assignment areas, preferred quals & physical/mental)
Revised January 2011 (updated license requirement: Office of Pest Management)

Page 2 of 4

CITY OF TEMPE

Public Works Supervisor (continued)

- Oversee volunteer program in appropriate work areas; monitor volunteer work assignments and projects; review work product along with methods and procedures;
- Coordinate, contribute and use best management practices;
- Perform related duties as assigned.

Minimum Qualifications:

Experience:

Three years of full-time professional experience in the maintenance of municipal infrastructure systems including but not limited to landscape, park, golf course, sports field, transportation, and associated construction. Two years of supervisory or lead responsibility in at least one of these areas is required.

Education:

Equivalent to completion of an Associate's Degree in a field related to the core duties of the position. Accredited training in turf agronomics, urban forest management, professional sports field maintenance, streets/traffic signals/ markings, concrete construction or related fields is preferred.

Licenses/Certifications:

Requires the possession of a valid driver's license at the time of application.

Possession of a license from Office of Pest Management in Turf & Ornamental and Weed is preferred.

When assigned to the Signs and Striping, Street Lighting or Traffic Signal area:

Requires possession of, or required to obtain within 6 months of hire, a Level I Signs and Markings certification and a Level I Traffic Signals certification by the International Municipal Signal Association.

Examples of Physical and/or Mental Activities:

- Lift heavy objects up to 50 lbs.
- Operate city vehicles

Page 3 of 4

CITY OF TEMPE

Public Works Supervisor (continued)

- Operate city equipment such as riding mower, backhoe, aerial lift
- Work alone for extended periods of time
- Operate power tools such as push mowers, jackhammers, drills, chain saws and blowers
- Use tools such as hammers, wrenches, shovels saws and wheel barrels
- Operate computers and other office machines using repetitive hand/eye movement
- Climb stairways and ladders
- Traverse uneven surfaces during site visits
- Work out-of doors in inclement weather during site visits
- Exposure to heat, cold, dampness, dust, pollen, odors, fumes, etc.
- Exposure to hazards of electrical shock, falls, noise, equipment operation, etc.
- Exposure to blood and airborne pathogens; bodily fluids, etc. while emptying trash cans and cleaning park sites
- Exposure to chemicals, petroleum products, cleaning agents, fumes, etc from PVC glue, pesticides, graffiti remover Working extended hours

Competencies:

(Pending)

Job Code: 333

FLSA: Non-Exempt / Classified